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2014

NEOPA Executive Board Minutes - June 2014

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Approved August 16, 2014

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Board Meeting Minutes

Saturday, June 28, 2014, 9:30 a.m.

1310 West Q Street, Lincoln, Nebraska

A combined Board Meeting for the 2013-14 and 2014-15 Nebraska Educational Office Professionals Association was called to order by President Mary Guest at 9:43 a.m. on June 28, 2014. Appreciation was expressed to Debe Dockhorn for the use of her home to hold the meeting.

1. CALL TO ORDER:

President Mary Guest took a moment to acknowledge Gretchen Walker passing away in May 2014. Gretchen was a contributing member and leader on the local, state, and national levels of educational office professionals. She will be missed.

2. ROLL CALL:

President Mary Guest provided a list of 2014-2015 NEOPA Board of Directors (Handout).

Present: Mary Guest, Cathy Robertson, Denise Fisher, Linda Luedtke, Diane Wasser, Carol Bom, Debbie Hendricks, Heather Richey, Mari Greer, Mackenzie Hahn, Lisa Morehouse

Absent: Joan Wilkins, Joyce Trevett, Sue Gilleland. Lola Young, past presidential advisor

A quorum was established.

3. APPROVAL OF MINUTES

Motion by Carol Bom, second by Cathy Robertson: To approve the minutes of the April 10, 2014, Executive Board Meeting Minutes with the following revisions:

Paragraph 8 Ad Hoc Committees: *President Walker reported that all local affiliates have discussed hosting the 2017 NAEOP conference and she is expecting written letters of support.*

Paragraph 10 New Business, NAEOP Advisory Council Items, third bullet point: *To increase Affiliate dues to help the NAEOP general fund since membership is declining. This would also assist with funding NAEOP awards and eliminating the award fee.*

The motion passed.

4. TREASURER'S REPORT

Linda Luedtke reviewed the Report with the Board. A final, detailed 2013-14 budget will be prepared. The 50th Anniversary expenses, future expenditures, and a

request for electronic statements were discussed. It was also decided to let the CD renew July 1. The report will be filed for audit.

5. COMMUNICATIONS/ANNOUNCEMENTS

President Guest reported on two pieces of correspondence. There was condolence of Gretchen Walker's death from Melinda Larey, Southeast Area Director; and a request from La Oeltjenbruns to be removed from the mailing list. There was also a reminder of the LPSAOP Craft Fair in October 2014.

6. OFFICER REPORTS

President – Mary Guest

- The NEOPA Strategic Plan was reviewed. (Handout)
- President Guest shared her thoughts on proceeding with a shared vision and agreed upon processes.
 - *Portrait of an ideal board member* (handout)
 - It is important to respect the right of all board members to speak. *Conversational Norms Don't Apply* (handout)
 - Joyce Trevett has offered to complete the Final Report for 2013-14. Please submit a brief report to Joyce by August 1, 2014. Please use bullet points for activities and include committee members.
 - Continuing the process for preparing Committee Reports. Reports will be submitted prior to each Board meeting (handout)
 - In an effort to expedite the Board meetings, members will have the opportunity to review the Committee Report prior to the meetings and discussion time reduced. The Report form also includes a form for making motions. If you have a motion attached to your report, please bring a copy so the motion can be given to the Secretary during the meeting.
 - The meeting format will follow the agenda.
 - Information for an email to the NEOPA listserv will be sent to both Mary Guest and Denise Fisher for dissemination.
- Charge to Board Members
 - Board members must be a current member of NEOPA to serve on the Board. Please remember to renew.
 - Board members are encouraged to recruit and use committee members from all local affiliates in fulfilling the duties of the office.
 - Reminded to delegate, mentor, teach, support and encourage all NEOPA members

President-elect/Membership (Joint Report)

- 2014-15 President-elect/Membership Denise Fisher shared a listing of NEOPA members who have renewed their memberships and expressed interest in serving the organization. (handout)
- 2013-14 President-elect/Membership Mary Guest shared final membership numbers (handout)

Vice President/Meetings Coordinator

2013-14 and 2014-15 Vice President/Meetings Coordinator Cathy Robertson reported:

- NDE BRIDGE was commended for hosting the 2014 Spring Conference
- WEOPA (Wayne State) is hosting 2014 Fall Conference, *Joy of the Job*, and have set the date for October 24, 2014. More details to follow.
- LPSAOP (Lincoln Public) is hosting the 2015 spring in conjunction with NEOPA hosting the Central Area conference April 24-25.

Motion by Cathy Robertson, and seconded: That NEOPA host the Central Area Professional Development Day on April 24-25, 2015. The NEOPA Spring Conference will be held in conjunction with the Central Area Professional Development Day. The programs will be held at the Holiday Inn Downtown and the Grand Manse in Lincoln, Nebraska.

The motion passed.

- President Guest shared a list of members (handout) in the Central Area (to be renamed). Each Board member is asked to contact individuals and personally invite members from the other states to Nebraska for the April 2015 conference. A generic message will be developed so that all receive the same information. Personal notes can also be added.

Secretary (Joint Report)

- 2014-15 Secretary Joan Wilkins was absent.
- 2013-14 Secretary Denise Fisher reported that Committee was able to draft, proof and post the minutes of NEOPA meeting within a 10-day timeframe.

Past President/Field Service

- 2013-14 Past President Joyce Trevett was absent. Joyce has assumed the responsibility of assembling the Annual Report.
- 2014-15 Past President Gretchen Walker. President Guest asked that each Board Member share in the responsibility of field service this year.

7. COMMITTEE REPORTS

Awards/Scholarships (Joint Report)

2014-15 Awards/Scholarships Director Heather Richey noted the dates for submitting applications and the updated form.

2013-14 Awards/Scholarships Director Joan Wilkins was absent. President Guest noted that Austin Partridge was selected to receive the NAEOP scholarship award.

Bylaws

2013-14 and 2014-15 Bylaws Director Rhonda Meyer shared that updating the Bylaws will begin after completion of the Town Hall Meetings in October.

Information Technology

2013-14 and 2014-15 Information Technology Director Diane Wasser reported on efforts to add a blog and Twitter account to the NEOPA website. Diane will be working with Carol Bom in the development of the blog and Twitter accounts.

Newsletter (Joint Report)

2014-15 Newsletter Director Carol Bom announced plans for the blog and Twitter accounts. Carol provided additional information about the uses of these two social media options. (handouts) Carol will provide additional information at the August Board meeting.

2013-14 Newsletter Director Diane Wasser had no additional report.

Nominating (Joint Report)

2014-15 Nominating Director not yet named. President Guest asked that each Board Member observe the NEOPA membership during the year and nominate at least two members.

2013-14 Nominating Director Carol Bom had no additional report.

PSP

2013-14 and 2014-15 PSP Director Debbie Hendricks reported that two NEOPA scholarships to attend NAEOP have been awarded. A reception for PSP recipients will be held in Portland. A check for \$25 was sent to support the next NAEOP President. A 31 gift bag with gift cards from national restaurants will be sponsored by NEOPA at the NAEOP conference in Portland. Debbie will provide details soon.

Ways and Means (Joint Report)

2014-15 Ways and Means Director Mackenzie Hahn shared several ideas for raising funds for NEOPA and the scholarship.

2013-14 Ways and Means Director Sue Gilliland was absent. President Guest shared the final report.

8. **AD HOC COMMITTEE**

Board Restructuring (Joint Report)

2014-15 Board Restructuring Chair Lisa Morehouse reminded members of the Town Hall meeting on Monday, June 30 beginning at 5:30 p.m., at Lincoln Public Schools District Office. There are plans to hold additional Town Hall meetings in Omaha and Wayne.

2013-14 Board Restructuring Chair Mary Guest had no additional report.

9. UNFINISHED BUSINESS

- NEOPA Logo. Following discussion the final invitation to submit a logo will be sent to all NEOPA members.

10. NEW BUSINESS

- On May 14, 2014, the result of the electronic vote to designate an alternate delegate at the NAEOP Annual Conference was published. Amy Chandler was selected by the membership. A copy of the ballot is attached.

8. AD HOC COMMITTEES

2017 NAEOP Conference

- Board members reviewed the results of the 2017 NAEOP Conference survey
- President Guest read a letter submitted to the Board by Lola Young
- Discussion followed concerning the procedure and feasibility of hosting a NAEOP conference and the strategic planning process.

Motion by Diane Wasser, second by Cathy Robertson: To postpone all action on hosting a NAEOP national conference.

The motion passed.

10. NEW BUSINESS

Thoughts on memorial for Gretchen Walker

Discussion of recognizing Gretchen's contribution to NEOPA and to memorialize her commitment followed. Discussion also included how to set a standard for memorial recognition. At this time, no standard will be considered by the Board but left to the current board that may need to address the issue of memorial actions.

Motion by Denise Fisher, second by Cathy Robertson: That NEOPA would donate \$100 to *Making Strides* cancer walk in memory of Gretchen Walker.

The motion passed.

The Board will take steps to include the membership, Gretchen's family and friends, in promoting the walk on October 26, 2014.

11. ADJOURN

After discussion, President Guest announced the next Board meeting will be held August 16, 2015. Details to follow. The meeting was adjourned at 12:30 p.m.